

Procedural Details to be Followed by a Chapter

The Chapter Officers Manual, contains much information and guidance helpful to chapter officers. The sections on "Officers" and "Chapter Functions" should especially be noted. The manual can be found online at the website.

Before a rushee is voted upon, it should be ascertained that he is fully eligible according to Theta Tau membership requirements. He must then receive the three-fourths favorable vote of the student members of the chapter before being asked to pledge. Upon accepting the chapter's bid, the new pledge should promptly complete a pledge form and (to the extent possible) a membership record on an Excel spreadsheet, and be lent a chapter pledge pin and given a *Membership Manual* to keep so long as he is associated with Theta Tau. The pledge form is signed by two student members as witnesses and then checked and signed by the Adviser, after which it should be mailed promptly to the Central Office, together with a Pledging Report and payment of pledging fee (\$30 each). If sent more than two weeks after pledging, the pledging fee is doubled (\$60 each). It is the Scribe's responsibility to complete the first six lines on the back of the form, sign it, and mail it.

The pledgship period should be a probationary period of six to eight school weeks. During this time, the pledge should learn assigned information including that contained in the *Manual*, become fully acquainted with members and fellow pledges, and complete an assigned, worthwhile project. To qualify for initiation, he must receive the two-thirds favorable vote of the chapter, and pass a Pledge Test (Part A provided by the national Fraternity; Part B by the chapter). He also must pay in advance of initiation the initiation fee plus badge cost.

The pledge should be brought into membership in the chapter through presentation of the Initiation Ceremony well rehearsed in advance by the officers. Prior to the initiation, the initiate should bring up to date his membership record on an Excel spreadsheet. During this ceremony, the roll book is signed by the initiate. Promptly after the initiation, the Scribe should complete an Initiation Report and send it to the Central Office with payment of initiation fee of \$75 **plus** badge cost for each initiate (~\$40 - \$220 depending on style chosen). If sent more than two weeks after the initiation there is a \$25 per initiate penalty.

The above Initiation Report, as well as the reports which follow below are all found as part of your chapter's NCR excel spreadsheet. Each report is a separate worksheet in that excel file. The email exchange of these spreadsheets is the primary manner in which data is maintained and information exchanged between your chapter, the Central Office, and your Regional Director.

After election of any officer, the Scribe should complete and email Officer Election Report to the Central Office.

Semiannual Dues (\$80 per student member on roll if on time; \$90 per student if late) are payable to the Central Office March 15 and November 1. A Dues Form listing the known current members of your chapter is emailed to your chapter Treasurer about 3 weeks prior to those dues dates along with a separate emailed pdf invoice showing the total due. Liability Insurance Premium which insures your colony, members, officers, advisers, house corporations, alumni clubs, chapters, national Fraternity, etc is \$35/member per year based on a 3-year average of the chapter size. The fee is billed each fall and due October 15. There is a minimum insurance charges for housed (\$2250) & unhoused (\$500) chapters.

Prior to leaving school, each member should again bring up to date his membership record on an Excel spreadsheet. Three times per year (September 15, January 15, and May 15) the Scribe completes and email Membership Status Change Report to the Central Office listing those who are no longer students.

The Regent, Scribe, and the Treasurer should collaborate on completing an Annual Report and filing the complete version with the Central Office by May 1. This report is to be completed contemporaneously by your officers – and emailed quarterly to your Regional Director so that progress throughout the year can be measured.

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